

PERSONNELSubstitute TeachersA. Qualifications

1. A substitute teacher should have a teaching license or undergraduate degree, in order to be placed on the substitute list.
2. In cases of emergency, when no qualified substitute is available on the substitute list, the principal may use a substitute with lesser qualifications, and in whom the principal has confidence.

B. Procedure

1. The principal has the authority and responsibility to secure teacher substitutes from a list approved by the superintendent or designee and distributed by the Office of Human Resources.
2. The teacher shall notify the principal as early as possible when he or she is to be absent.
3. The teacher can recommend certain substitutes, but it is still up to the principal to make the final decision.
4. Delegation of this duty to others does not relieve the principal of the final responsibility.

C. Compensation

1. Substitutes are to be paid by the Stafford County School Board. In no case shall individual teachers be permitted to pay their substitutes.
2. Substitute teachers shall be paid a per diem rate to be established annually by the board. After fifteen (15) days of continuous service in the same position, a substitute teacher holding a four-year degree shall be paid at a per diem rate for a 10-month employee on the 0 level of the teachers' salary scale. In those circumstances in which it is reasonably determined in advance that a substitute teacher will provide not less than fifteen (15) days of continuous service in the same position due to the health or circumstance of the regular teacher, the Superintendent or his designee is authorized to approve payment of such substitute at the per diem rate for a 10-month employee on the 0 level of the teacher's salary scale commencing on the first day of the substitute's employment provided that the substitute holds a degree from an accredited four-year

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college. Reasonable effort shall be made to secure substitute teachers holding four-year degrees to substitute for regular teachers who will be unable to work for a period in excess of fifteen (15) days. Substitute teachers with less than a four-year degree will receive the regular substitute pay regardless of the number of days worked. (Exception: Retired Stafford County teachers who held valid teaching licenses as of their retirement shall be treated the same as teachers with four-year degrees.)

If a person substituting for a vocational teacher qualifies under Virginia State Board regulations for that position, he or she will be paid at the same rate as a degree substitute teacher for the first fifteen (15) consecutive days in that position. After fifteen (15) consecutive days in the same position the substitute teacher will be paid at a per diem rate for a 10-month employee on the 0 level of the teacher's salary schedule. In those circumstances in which it is reasonably determined in advance that a substitute for a vocational teacher will provide not less than fifteen (15) days of continuous service in the same position due to the health or circumstance of the regular teacher, the Superintendent or his designee is authorized to approve payment of such substitute at the per diem rate for a 10-month employee on the 0 level of the teacher's salary scale commencing on the first day of the substitute's employment provided that the substitute meets the appropriate qualifications of the Virginia State Board of Education for a vocational teacher. Substitutes not qualifying under State Board regulations for the vocational position in question will be paid regular substitute pay.

Editor's Note

See also school board policy #5-57.

Legal Reference: Through June 30, 1997

State Board of Education Regulations, "Teachers Certification." §2.1 D. "A substitute teacher who teaches continuously in excess of sixty (60) days or in excess of a total of ninety (90) days in any one school year shall hold a certificate." (July 1990)

Approved by Division Superintendent:	April 6, 1987
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Revised by Division Superintendent: August 24, 1999